**FUNCTIONAL RESUME**

Name: ZAIN BLACKWELL

Address: City, State, Zip Code

Phone: 000-000-0000

E-Mail: email@email.com

**PROFESSIONAL SUMMARY**

Talented Maintenance Assistant with experience in general maintenance and repair of building equipment including: plumbing, heating/cooling, and electrical systems. Committed to thorough

repairs and accurate supply inventory.

**SKILLS**

* Strong mechanical skills
* Bilingual Spanish/English
* Good communication skills
* Equipment maintenance and repair
* Cleaning and sanitizing
* Industry safety equipment

**WORK HISTORY**

**Nomen Global – Maintenance Technician**

Company Name ,City,State

01/2019 – Current

College Of Industrial Repairs

Followed procedures for use of chemical cleaners and power equipment to prevent damage to floors.

Completed daily, weekly and monthly checklists on building equipment to maintain records of scheduled maintenance procedures.

Worked with building managers to assess ongoing needs and plan preventive maintenance and cleaning schedules.

RHP Properties – Maintenance Assistant

**Company Name ,City,State**

10/2016 – 05/2018

Circulated throughout facility weekly to identify light bulbs in need of replacement.

Attended monthly safety meetings to maintain machine operation safety.

Organized storage areas and tool rooms to keep areas safe and fully stocked.

**House happy Inc. – Maintenance Helper**

Company Name ,City,State

07/2014 – 07/2016

Reviewed technical documentation to complete equipment maintenance and repair.

Received and interpreted work orders to determine needed parts, equipment and services for maintenance and repair work.

Measured dimensions of finished workpieces for conformance to specifications, using precision measuring instruments.

**EDUCATION**

Company Name, City, State

**Associate of Science**